

	State of California Department of Corrections and Rehabilitation Office of Human Resources Talent Acquisition and Career Services Specialized Recruitment and Workforce Development
Duty Statement Rev. 06/2022	
Incumbent:	Location: Sacramento
Position Title: Staff Services Analyst (General)	Classification: Staff Services Analyst (General)
Position Number (s): 065-571-5157-XXX	Supervised By: Staff Services Manager I

Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) performs duties of average difficulty for the Workforce Development Unit (WDU), which includes but is not limited to, the Upward Mobility Program (UMP) and Succession Management Planning (SMP) units. The SSA operates congruently with organizational culture, values, and vision. The SSA will support and promote a positive work environment and productive relationships with all staff and stakeholders of the California Department of Corrections and Rehabilitation (CDCR) in an ethical and professional manner. Duties include but are not limited to:

- 35% Act as a Career Development liaison to the Department. Assist with the reviewing and processing of participant applications. Interact with participants to evaluate knowledge, skills, and abilities to establish baseline competencies. Effectively use participant data to generate reports/dashboards and collaborate with stakeholders as necessary. Assist with research of new training and communication methodologies that help engage participants. Support conducting research, perform detailed and complex data analysis to accurately project future vacancies, and make recommendations in support of various projects and work assignments. Participate in workgroups and provide input for program and project implementation. Effectively multitask; track projects and monitor deadlines, taking appropriate action to ensure appropriate timeframes are met.
- 30% Assist with weekly reporting and implementing tasks, monitoring results, providing feedback, and making recommendations. Interpret technical information, laws, rules, standards, policies, and procedures and prepare recommendations to management. Assist in developing marketing material, including, but not limited to flyers, brochures, and email communication. Assist with data entry and providing support for the Leadership Development Plan and Career Development Plan. Perform data analysis of various reports from the Management Information Retrieval System and the Business Information Systems and provide feedback to management. Assist in providing guidance, consultation, and training for management and recruitment teams in planning, organizing, and implementing statewide recruitment, retention, and workforce planning programs.
- 20% Assist with the development and administration of the less complex eLearning content, including computer-based learning modules, videos, and various supporting multimedia. Assist collaborating with stakeholders in the development of training and learning tools. Travel as necessary to implement various plans, trainings, or as necessary. Assist in preparing, developing, and conducting presentations/trainings.

- 10% Assist with the maintenance and development of SharePoint and internet/intranet sites. Participate in various meetings and trainings. Participate in special workgroups relating to Departmental projects.
- 5% Special projects and priority analytical assignments based on compelling management needs.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE



State of California
Department of Corrections and Rehabilitation
Office of Human Resources
Talent Acquisition and Career Services
Specialized Recruitment and Workforce Development

Duty Statement

Rev. 06/2022

Incumbent:

Location: Sacramento

Position Title: Associate Governmental Program Analyst

Classification: Associate Governmental Program Analyst

Position Number (s): 065-571-5393-XXX

Supervised By: Staff Services Manager I

Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, complex and varied technical analytical assignments in for the Workforce Development Unit (WDU), which includes but is not limited to, the Upward Mobility Program (UMP) and Succession Management Planning (SMP) units. The AGPA operates congruently with organizational culture, values, and vision. The AGPA supports and promotes a positive work environment and productive relationships with all staff and stakeholders of the California Department of Corrections and Rehabilitation (CDCR) in an ethical and professional manner. Duties include but are not limited to:

- 35% Act as a Subject Matter Expert and Career Development liaison to the Department. Independently reviews, analyzes, and process participant applications. Interact with participants to evaluate knowledge, skills, and abilities to establish baseline competencies. Schedules one on one consultations, mock interviews, and communication with participants. Effectively use participant data to generate reports/dashboards and collaborate with stakeholders as necessary. Conduct research, perform detailed and complex data analysis to make accurate determinations, accurately project future vacancies, and make recommendations in support of various projects and work assignments. Participate in workgroups and provide input for program and project implementation. Effectively multitask; track projects and monitor deadlines, taking appropriate action to ensure appropriate timeframes are met.
- 30% Work closely with programs to implement tasks, monitor results, provide feedback, adjusting, and recommendations. Interpret technical information, laws, rules, standards, policies, and procedures and prepare recommendations to management. Develop marketing material, including, but not limited to flyers, brochures, and email communication. Provide support for the Leadership Development Plan and Career Development Plan. Perform data analysis of various reports from the Management Information Retrieval System and the Business Information Systems and provide feedback to management. Provide guidance, consultation, and training for management and recruitment teams in planning, organizing, and implementing statewide recruitment, retention, and workforce planning programs.
- 10% Lead the development and administration of eLearning content, including computer-based learning modules, videos, and various supporting multimedia. Collaborate with stakeholders in the development of training and learning tools. Travel as necessary to implement various plans, trainings, or as necessary. Lead in preparing, developing, and conducting presentations/trainings.

10% Conducts and maintains the development of SharePoint and internet/intranet sites. Participate in various meetings and trainings. Participate in special workgroups relating to Departmental projects.

5% Special projects and priority analytical assignments based on compelling management needs.

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